

Align to 3 lines if possible

Please re-adjust the page layout given the deletions to look as awesome as your initial design :o)

My team asked if we could get the individual country icons you created, for another section of the invite template?

Check watermark to pantone colour guidelines (see attached)

Remove “Dear [First Name],” line

Change order to “Kronos, SAP and Concur”

Re centre both paragraphs (now the “Dear…” line is removed)

Change line "Presence of IT:” to “All Leaders:”

Change line under Kronos to say “People, Productivity and Performance”

Change line under Concur: to say "The Perfect Expense Report Writes Itself".

Replace with attached Presence of IT hi-res logo (EPS attached)

Delete this entire section, it will be embedded in another area

Move down to the removed “[INSERT NAME]” line

Delete “[INSERT NAME]” Delete “[INSERT TITLE]”